

---

# High Pressure Chamber Hazardous Duty Incentive Pay

## Introduction:

This section provides the procedures for starting, changing, and stopping High Pressure Chamber HDIP. This entitlement is payable to members who serve inside a high-pressure chamber as a qualified inside instructor-observer. Payments are made on a monthly basis. The member must requalify by making at least one hyperbaric chamber dive during the calendar month to qualify for payment that month.

## Reference:

Chapter 5 - U.S. Coast Guard Pay Manual

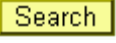

## Procedure:



**Submit an entry for each month that a member qualifies for High Pressure Chamber HDIP. Dual payments of HDIP are not authorized.**

High Pressure Chamber HDIP automatically stops the day of departure PCS.

**Start** CGHRMS, [sign-in](#) and follow these steps to start, stop, correct, or delete High Pressure Chamber HDIP.

Step	Action
1	<p><a href="#">Select</a> Menu items in the following order.</p> <p><a href="#">Home</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; <b>Employee Entitlements</b></p>
2	<p>A search page will appear. <a href="#">Enter</a> the member's Employee ID number or other search criteria and <a href="#">click</a> the  button to select the member you wish to display.</p> <div><p>Advanced Technique</p><p>You may select the input mode by checking one of the following boxes located at the bottom of the search screen. <input type="checkbox"/> Include History <input type="checkbox"/> Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information.</p></div> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.</p>

---

*Continued on next page*

3

Entitlement Panels. Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected.

Select the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

The following screen appears.

The screenshot shows a web application titled 'Entitlements'. At the top right, there is a 'View All' link and a pagination control showing '1-2 of 2'. Below the title bar, there is a table with two rows of entitlements:

Code	Description	Action	Details	Action
FSA	Family Separation Allowance	Continue	Family Separation Allowance, C stopped on 2002-06-	+
HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P stopped on 2001-05-	+

At the bottom of the screen, there are several buttons: 'Save', 'Return to Search', 'Update/Display', 'Include History', and 'Correct History'. Below the buttons, there is a navigation bar with the same links as above: [Employee Entitlement Summary](#) | [Employee Entitlement Detail](#).

Select [View All](#) in the title bar.

4

Select the [Include History](#) button located at the bottom right-hand portion of the screen so that all payments of High Pressure Chamber HDIP will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the [Correct History](#) button.

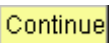
Note: The current selection will have a white background.

- You may use the [Update/Display](#) button to start High Pressure Chamber HDIP; however, we recommend using the “Include History” mode so all payments will display.
- Use the [Include History](#) button to view all payments of High Pressure Chamber HDIP. Only new entitlements can be entered in this mode.
- Use the [Correct History](#) button to update or delete entries of High Pressure Chamber HDIP. A listing of all payments will be displayed.


*Continued on next page*



5

### **If a High Pressure Chamber HDIP row exists in the Summary Panel...**

Click the  button adjacent to High Pressure Chamber HDIP. The Employee Entitlement Detail screen will appear. (Go to Step 7)

### **If a High Pressure Chamber HDIP row doesn't exist in the Summary Panel...**

Click a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.

Next, type "HPC" in the look-up box   or use the magnifying glass to search for and select the High Pressure Chamber HDIP earning code.

Then click the  button adjacent to High Pressure Chamber HDIP to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)

---

*Continued on next page*



6

**Employee Entitlement Detail Panel** is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**


**Follow these procedures to bypass the Employee Entitlement Summary Panel.**

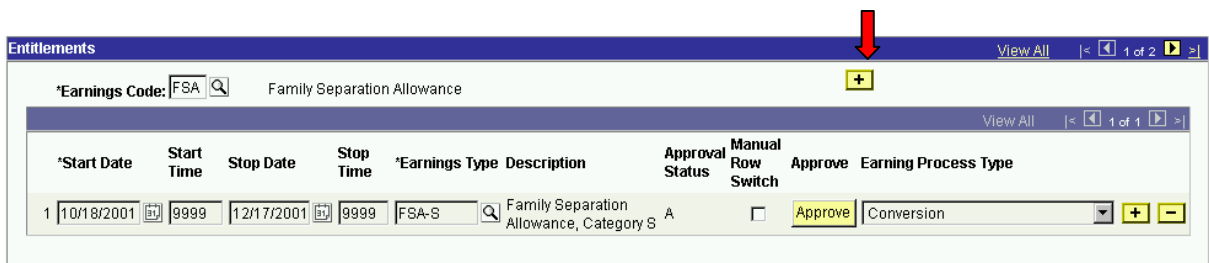
**Select** the Employee Entitlement Detail Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

Employee Entitlement Summary | Employee Entitlement Detail

**Select** the  button located at the bottom right-hand portion of the screen so that all entries of High Pressure Chamber HDIP will be shown. If you are stopping, correcting, or deleting this entitlement, use the  button.

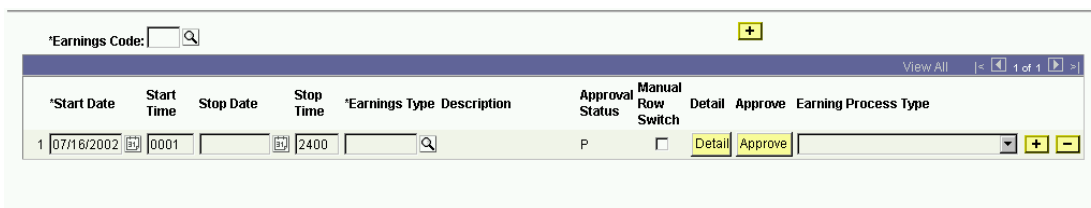
**Select** View All from the displayed title bar to list all entitlements.

**Scroll up** to find the “HPC” Earnings Code. If High Pressure Chamber HDIP isn’t listed (after clicking View All), click the  button from any entitlement as shown below.




The screenshot shows the 'Entitlements' window with a title bar containing 'View All', '<', '1 of 2', and '>'. Below the title bar is a search field for 'Earnings Code' with 'FSA' entered and a magnifying glass icon. The main table has columns: 'Start Date', 'Start Time', 'Stop Date', 'Stop Time', 'Earnings Type', 'Description', 'Approval Status', 'Manual Row Switch', 'Approve', and 'Earning Process Type'. The first row shows an entitlement for 'Family Separation Allowance, Category S' with a status of 'A' and a process type of 'Conversion'. A red arrow points to a yellow plus button in the top right corner of the table area.

The following screen appears below the previous entitlement...



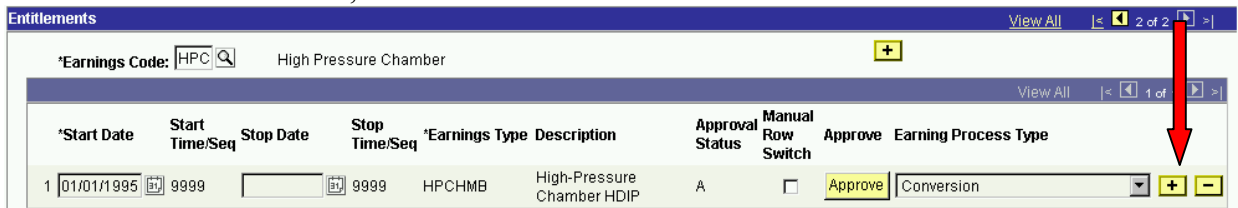
The screenshot shows the 'Entitlements' window with a title bar containing 'View All', '<', '1 of 1', and '>'. Below the title bar is a search field for 'Earnings Code' with an empty field and a magnifying glass icon. The main table has columns: 'Start Date', 'Start Time', 'Stop Date', 'Stop Time', 'Earnings Type', 'Description', 'Approval Status', 'Manual Row Switch', 'Detail', 'Approve', and 'Earning Process Type'. The first row shows an entitlement for 'Family Separation Allowance, Category S' with a status of 'P' and a process type of 'Conversion'. A red arrow points to a yellow plus button in the top right corner of the table area.

**Type** “HPC” in the Earnings Code field or use the magnifying glass  to search and select the High Pressure Chamber HDIP Earnings Code.

*Continued on next page*

## Starting High Pressure Chamber HDIP (See Steps 8-10 for other options)

In the  mode, click the  button shown below.

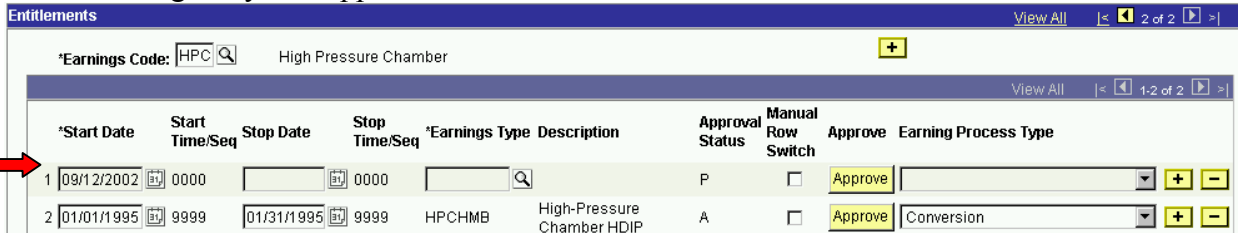


Entitlements

\*Earnings Code:  High Pressure Chamber

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
01/01/1995	9999		9999	HPCHMB	High-Pressure Chamber HDIP	A	<input type="checkbox"/>	Approve	Conversion

The following entry row appears...





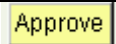
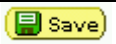


Entitlements

\*Earnings Code:  High Pressure Chamber


*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
09/12/2002	0000		0000			P	<input type="checkbox"/>	Approve	
01/01/1995	9999	01/31/1995	9999	HPCHMB	High-Pressure Chamber HDIP	A	<input type="checkbox"/>	Approve	Conversion

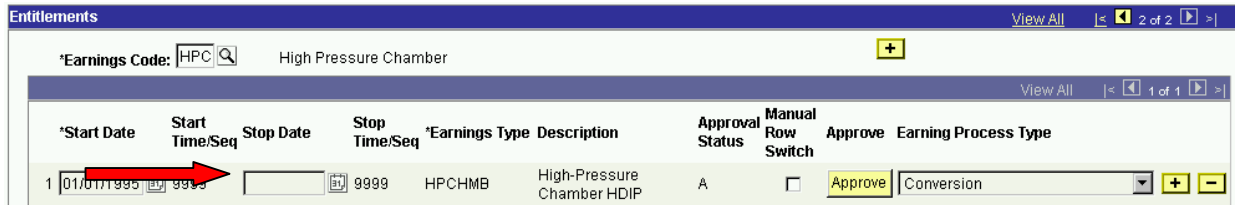
Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to <u>select</u> the effective date of monthly DUID orders. You can also <u>Click &amp; Drag</u> over the date field to select the date then <u>Type</u> the start date in MMDDYYYY format.
Start Time	Pre-filled
Stop Date	The current date is automatically displayed. Use the calendar button  to <u>select</u> the date DUID orders terminate or were revoked. You can also <u>Click &amp; Drag</u> over the date field to select the date then <u>Type</u> the start date in MMDDYYYY format.   <b>If the member is entitled through the end of the month, the last day of the month must be entered.</b>
Stop Time	Pre-filled
Earnings Type	<u>Type</u> in the code if known or use the  to search and <u>select</u> from a listing of available earning types.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
Manual Row Switch	<u>Select</u> this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. <b>Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.</b>
	Not Used. Payment of High Pressure Chamber HDIP does not require audit and approval.
Earnings Process Type	Not Required. Disregard this field.
	<u>Click</u> this button (located at the bottom left of the screen) to approve the entry.


8

## Stopping High Pressure Chamber HDIP



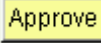
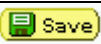
In the  mode, find the row to stop. The stop date will be blank as shown below:



The screenshot shows the 'Entitlements' window with the 'Earnings Code' set to 'HPC' (High Pressure Chamber). The table below shows the details for the selected row:

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
01/01/1995	9999		9999	HPCHMB	High-Pressure Chamber HDIP	A	<input type="checkbox"/>		Conversion



Enter the following information...

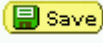
Field	Action
Stop Date	The current date is automatically displayed. Use the calendar button  to <u>select</u> the date <u>DUID orders terminate or were revoked</u> . You can also <u>Click &amp; Drag</u> over the date field to select the date then <u>Type</u> the start date in MMDDYYYY format.   <b>If the member is entitled through the end of the month, the last day of the month must be entered.</b>
Stop Time	Pre-filled
Manual Row Switch	<u>Select</u> this field <u>only when necessary</u> to override internal pay edits. Business rules will not be turned off when this is selected. <b>Caution! Overriding pay edits may result in errors and possible overpayment.</b>
	Not Used – Payment of High Pressure Chamber HDIP does not require audit and approval.
	<u>Click</u> this button (located at the bottom left of the screen) to approve the entry.

9

## Correcting High Pressure Chamber HDIP

In the  mode, find the High Pressure Chamber HDIP row to correct.

Click & Drag over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.

Click the  button located at the bottom left of the screen.





To change the effective start date, you must delete the entire row (Step 10) and then start a new High Pressure Chamber HDIP entitlement (Step 7).

*Continued on next page*

## **Deleting High Pressure Chamber HDIP**

In  mode, find the High Pressure Chamber HDIP row to delete.

Click on the  button located in the row to be deleted.

Click the  button located at the bottom left of the screen.



The total High Pressure Chamber HDIP entitlement will be recouped when using this feature.

---

*End*